

POSITION GUIDE
NONAPPROPRIATED FUNDS

JOB NUMBER

FLSA:

TITLE: Hotel Manager

PAY PLAN/SERIES/LEVEL - NF-1173-3

MAJOR DUTY DESCRIPTION:

Serves as Hotel Manager with responsibility for a lodging property consisting of up to 49 rooms. Ensures the overall success of the hotel by meeting or exceeding planned objectives and by executing planning functions that meet guest expectations through high quality standards. Manages in accordance with supervisory directives, Army Lodging Standards, and other regulatory guidance to include those regarding internal controls. Develops overall plans and procedures for facility administration, operations, quality assurance, and force protection involving security and contingency planning. Establishes policy and procedures, and effects changes. Provides guidance, direction, and control to achieve program objectives. Evaluates management, maintenance, and operating costs to determine efficiencies and economies of service. Carries out plans and procedures for facility administration, operations, and quality assurance. Exercises budget and fiscal responsibilities. Develops and maintains responsibility for the execution of the five-year capital expenditure budget, and annual operating budget as a function of requirements balanced against available cash flow. Supervises assigned staff.

QUALIFICATION REQUIREMENTS:

Two years of supervisory work experience in the field of hospitality. A two-year hospitality related associates degree or certification as a CLM (Certified Lodging Manager) may be substituted for the two years of work experience.